

5 August 1971

MEMORANDUM FOR: Members of the SL Career Service

STATINTL The management of the Office of Logistics remains dedicated to conduct a personnel program which is fair both to the individual employee and to the organization. It is much easier to know and be aware of that which the organization expects than it is to be equally knowledgeable of what the employee expects and desires. In a numerically large organization such as the Office of Logistics and in an organization like ours which is in [REDACTED] different physical locations in the Metropolitan Washington area, it is a difficult challenge to stay aware of employee concerns and reactions to their own immediate situation. There are unique problems in all our locations, some working environments are better than others, the manner of supervisory approach to employees is not always the same and, put together, it represents a potential problem to make sure that which management desires is, in fact, being constantly carried out.

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STATINTL So that [REDACTED] and I may keep ourselves more completely and currently informed on how well we are doing as personnel managers, we are going to commence in September bringing together some groups of Careerists to meet and have discussions with us. The purpose of this memorandum, therefore, is three fold. First, we want to inform you of these forthcoming sessions. Secondly, if you would like to be invited to such a session, we ask that you merely telephone [REDACTED] or [REDACTED] on extension 2551 and let us know. There is no need to go through channels on this matter. Thirdly, if you feel yourself that there are matters which concern you and may also concern other people, we would be pleased to receive directly from you a note informing us of the subject. At your option you may either sign it or leave it unsigned. We will then review these matters and, where appropriate, use them as points of discussion in these various sessions to get the reactions of other people. You may send these notes in an Eyes Only envelope addressed directly to me.

STATINTL The constraints of time obviously will not allow us to invite all employees to these sessions. We will insure, however, that a sufficient cross-sampling of employees of various grades, duties, and other considerations are invited so that we would have a representative cross-cut of those of us on duty in the Washington area.

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